

Publication Guidelines May 2022

As of October 2014 (with amendments in July 2018, February 2020 and May 2022), authorship on CIMBA papers will change to the following:

CIMBA-only papers

On female carriers

- Writing Group members
- Core Group members (e.g. funders, genotypers, QC, analysis)
- plus one author per site that contributed DNA samples to the iCOGS/OncoArray experiments (regardless of the number of carriers they are contributing or how many pass QC),
- plus one *additional* author for 200-399 carriers, 2 for 400-599 carriers, 3 for 600-799 etc. with no maximum
- for papers limited to *BRCA1* or *BRCA2* carriers, the numbers of authors will be calculated accordingly
- plus ‘on behalf of CIMBA’

On male carriers

- Writing Group members
- Core Group members (e.g. funders, genotypers, QC, analysis)
- plus one author per site that contributed DNA samples for OncoArray genotyping* (regardless of the number of carriers they are contributing or how many pass QC),
- plus one *additional* author for 10-19 carriers, 2 for 20-29 carriers etc with no maximum
- for papers limited to *BRCA1* or *BRCA2* carriers, the numbers of authors will be calculated accordingly
- plus ‘on behalf of CIMBA’

*For papers using phenotypes only, limit of two authors per site that contributes up to 100 male carriers, three for 101-399, four for 400 or more male carriers

On male *and* female carriers

- Each site will be entitled to the largest number of authors calculated on the basis of their male *and* female carriers
- plus writing group members and ‘on behalf of CIMBA’

In addition

For papers restricted to carriers of European ancestry

- Asian sites will be offered one authorship position

For papers restricted to carriers of Asian ancestry

- Numbers of authors per carriers for the Asian sites will be as above for male and female carriers

Similar rules would apply for descriptive papers, *i.e.* based on the number of mutation carriers contributed.

Note that the study name can count as an author but cannot be included in addition to the author numbers described above.

The above requirements apply for all papers, except for those using individual-level

iCOGS/‘original’ OncoArray data, and only “core” (non-genetic) data, from female, European-ancestry carriers. For these papers no named authors from CIMBA need to be included.

Core variables are described here: <http://cimba.ccge.medschl.cam.ac.uk/projects/data-access-requests/>.

Joint Consortium papers

Separate arrangements exist for joint consortium papers

For papers that include comprehensive analysis of CIMBA data

- Aim to be consistent with the arrangement made with the other consortia *e.g.* a maximum of two (or four, for the large CIMBA sites - CONSIT TEAM, EMBRACE, GC-HBOC, GEMO and HEBON) authors per site - but no more for any site than would be used on a CIMBA-only paper.

For papers with minimal reference to CIMBA results

- ‘CIMBA’ as an author, plus up to two people who did the analysis

Some flexibility should be allowed for in light of individual journal requirements regarding authorship. As in the Vancouver guidelines (<http://www.icmje.org/#author>), authorship credit should be based on

1. substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data
2. drafting the article or revising it critically for important intellectual content and
3. final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

Authorship opt-in

Before the first Confluence papers are prepared, we plan to move to an opt-in arrangement for authorship:

Each author must actively confirm that they agree to be included as an author of a manuscript; to minimise issues with missed emails, at least three attempts should be made to contact potential authors, the last should be a study-specific email (with no attachments) to all contacts/authors for the corresponding study asking for a response.

A Google form to enable active opt-in to authorship for each individual author should be created using the instructions in the Appendix below, and a link to the Google form then sent to all authors.

Deviations

All deviations from these recommendations (in number of authors per study, how authors are named or active-opt-in to authorship) should be proposed and approved via a Concept or amendment. It is the corresponding author’s responsibility to check journal guidelines prior to submission to ensure CIMBA authorship requirements can be accommodated. If a journal unexpectedly requests, after review, that authorship be limited, DACC advice should be sought immediately.

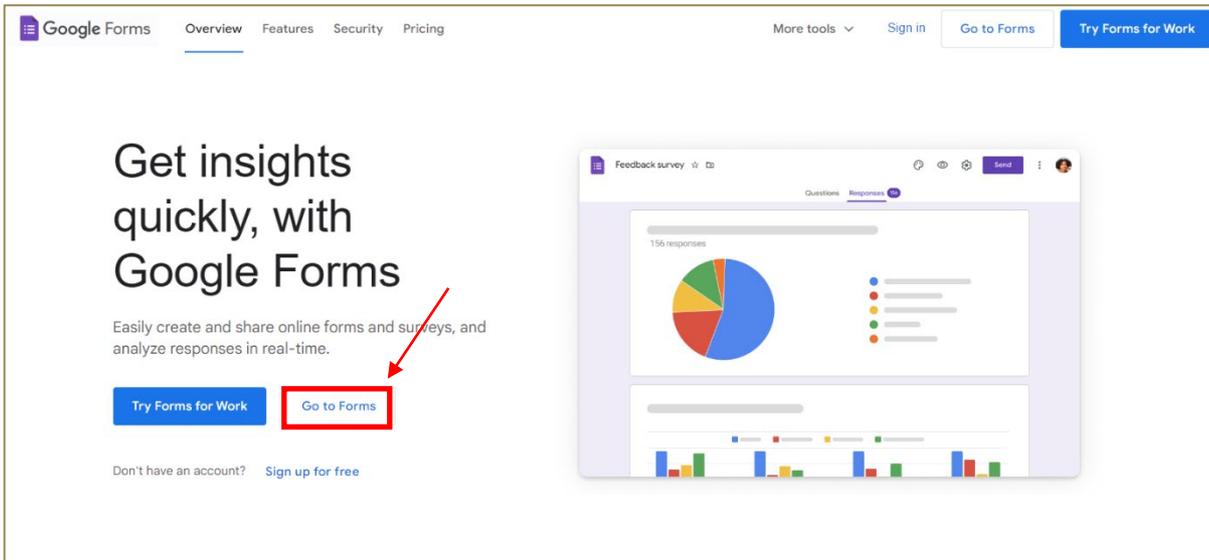
APPENDIX: CREATING A CUSTOMER GOOGLE FORM

**At the end of this appendix you can find an example of a complete google form sent for the purpose of manuscript submission*

1. To create a new google form, access the following site. Note that a google account is required to create the form.

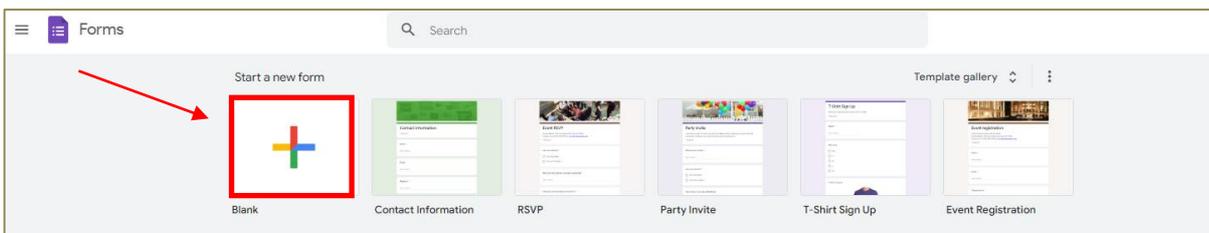
<https://www.google.com/forms/about/>

2. Select “Go to forms” and you will be directed to the google account log in page, where the email and password of the individual collecting the form responses should be filled in.



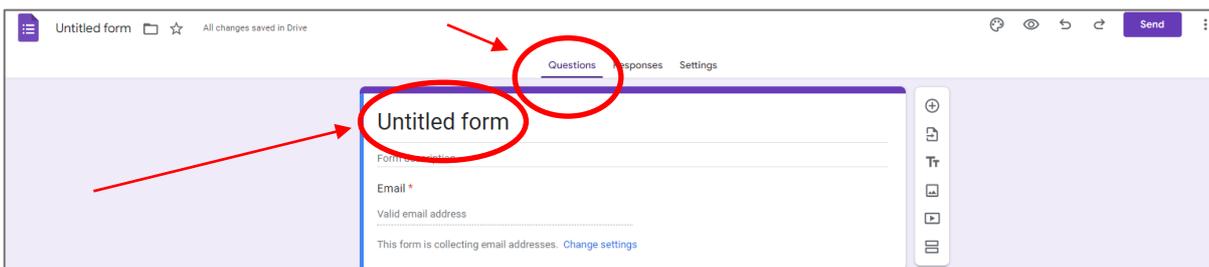
3. Select “Start a new form”.

Individual fields on the form can be accessed by clicking on them. The form can be used to create custom questions depending on its purpose. Typically, the basic information collected include email address (stated in the form by default), name and surname. These responses can be used to check each individual person’s responses.

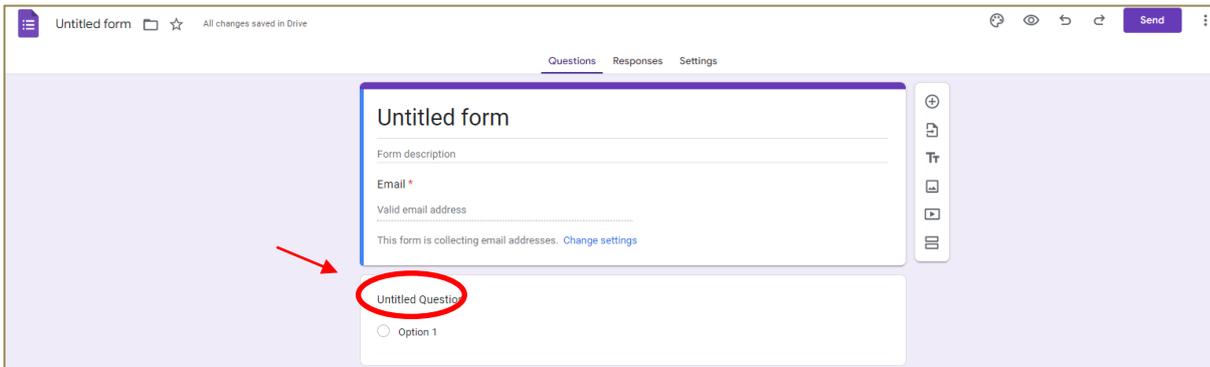


4. In the “Questions” section, add the title page (in the form “Untitled form”).

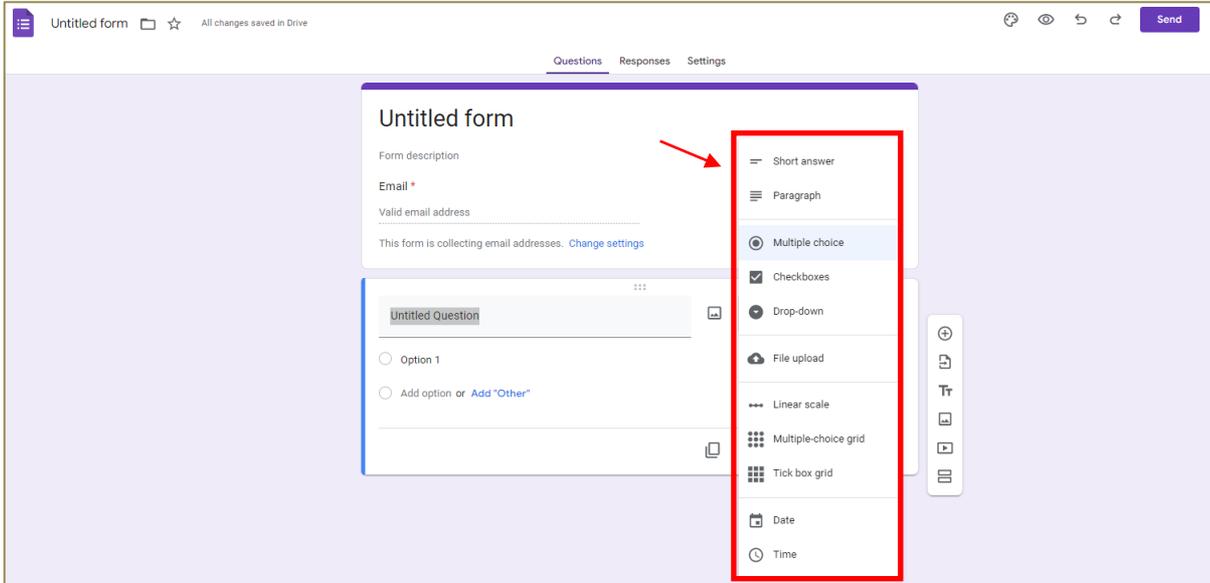
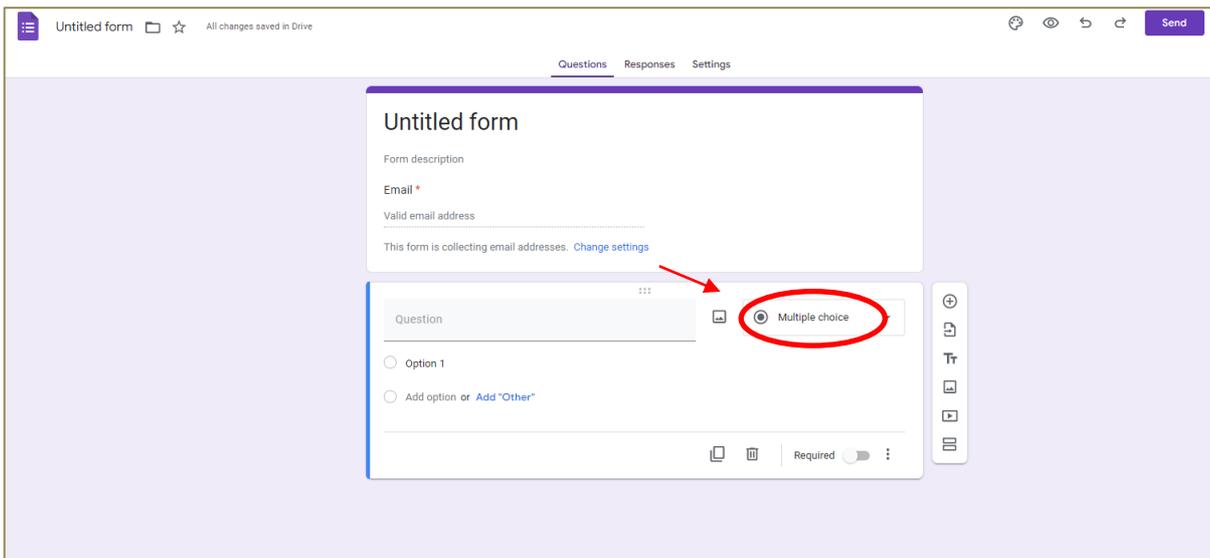
E.g., Manuscript title if the form is intended for manuscript submission.



5. A question can be filled by clicking on the relevant field (selecting the field “Untitled Question”).

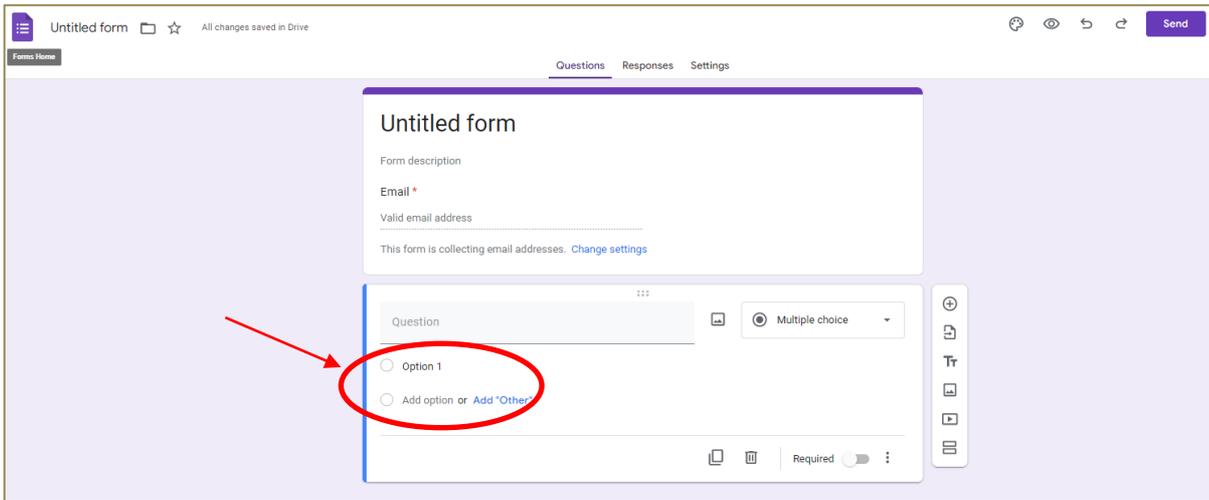


6. Hover over the field indicated on the question box and select the field. A drop menu should appear with multiple options for the type of question.



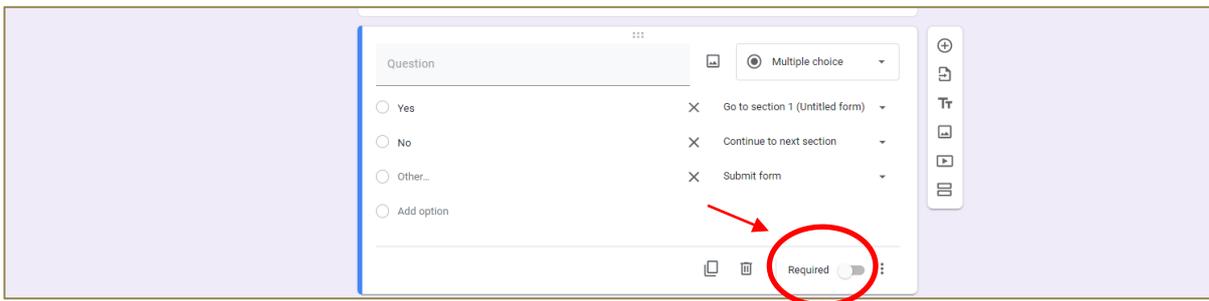
7. Note that after selecting the type of the question, relevant answers should be edited accordingly by clicking on the relevant fields. More answers can be added by selecting “Add

option”.

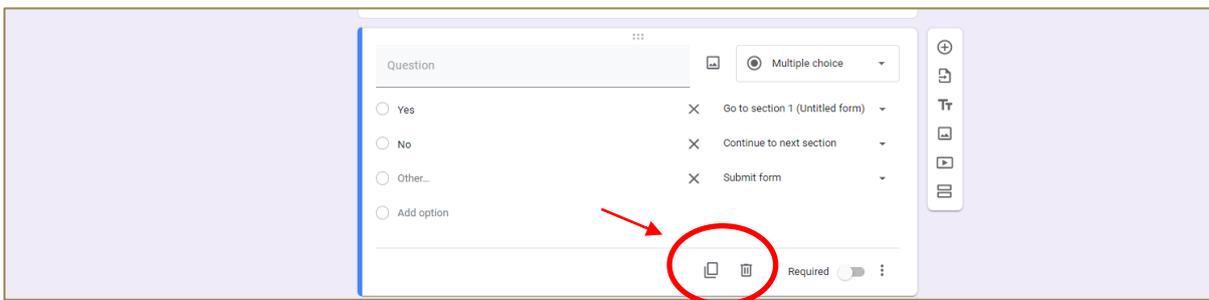


8. To delete an answer to a question, select the answer and ✕ select the symbol

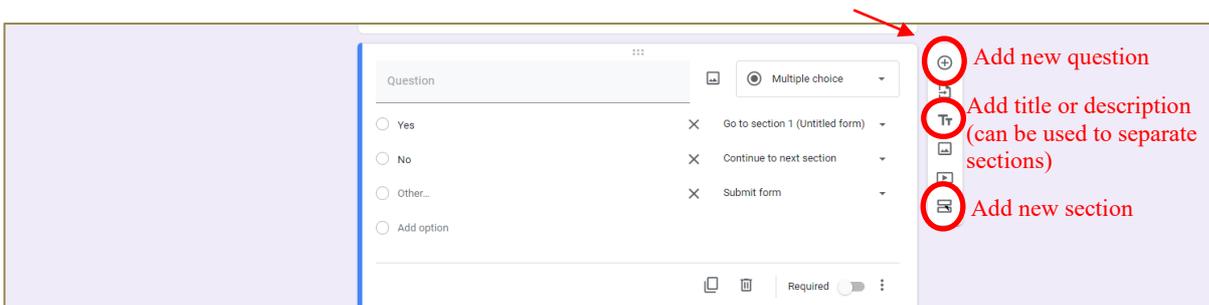
9. A question may be marked as mandatory on the form.



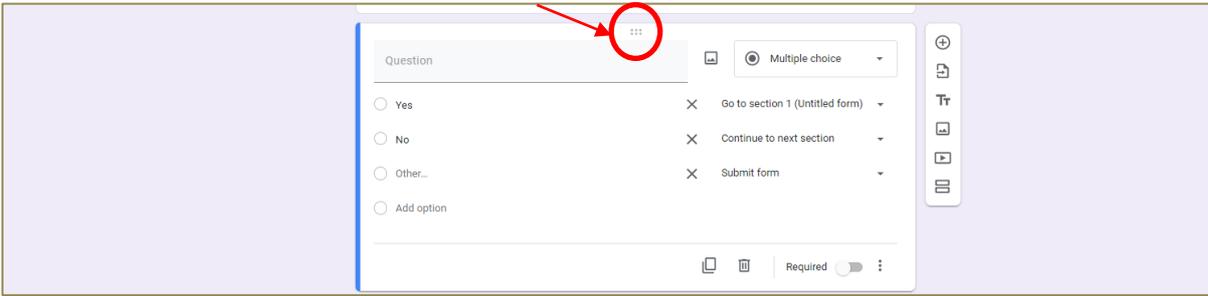
10. To copy or delete a question, select the relevant icon from the question box as shown below.



11. The vertical box on the right side of the question box, includes several options such as adding a new question, adding a title or description to the question or adding a new section in the form.

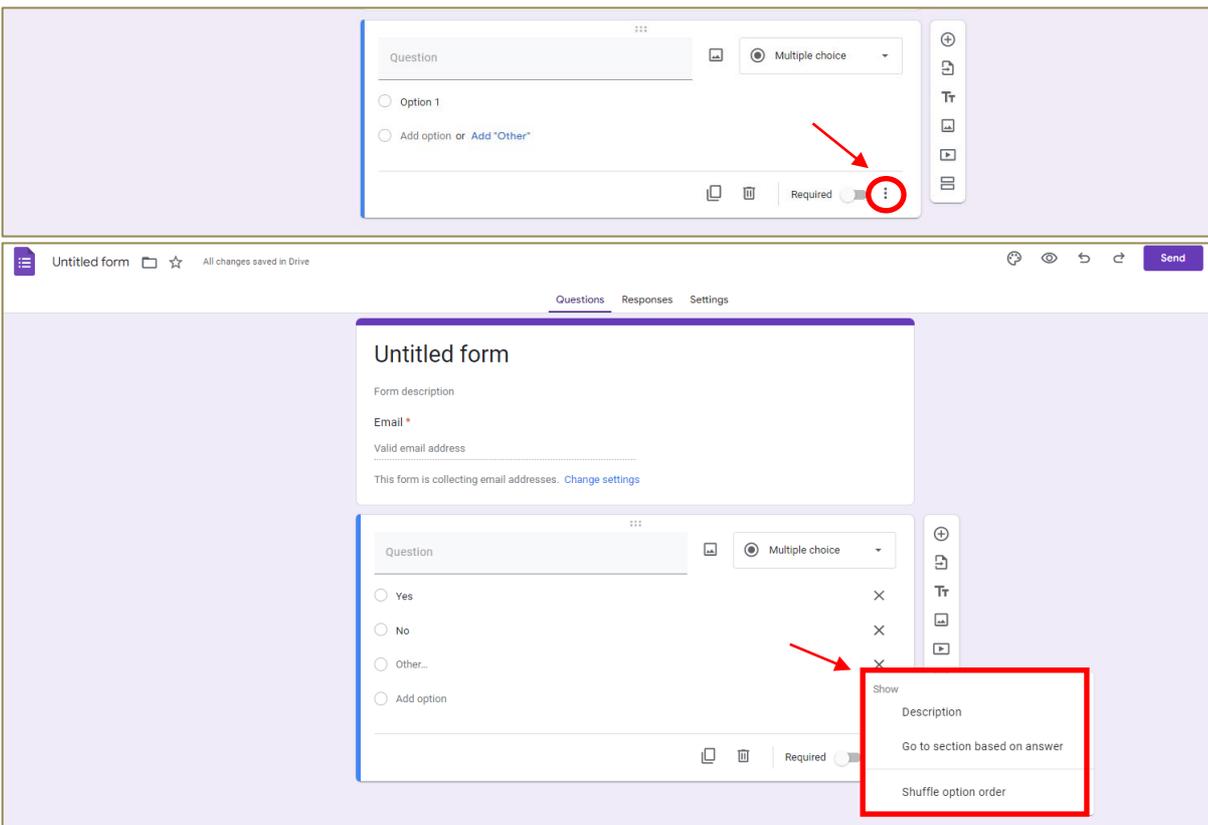


12. To change the question order, simply drag the top of the question box to the relevant location on the form. The question box may also be dragged to another section.

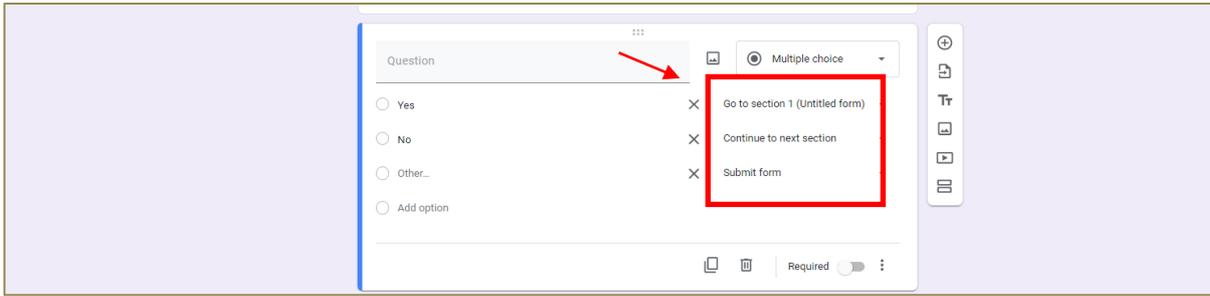


13. Note that answers to questions created may be used to direct users to other questions/sections or at the end of the form.

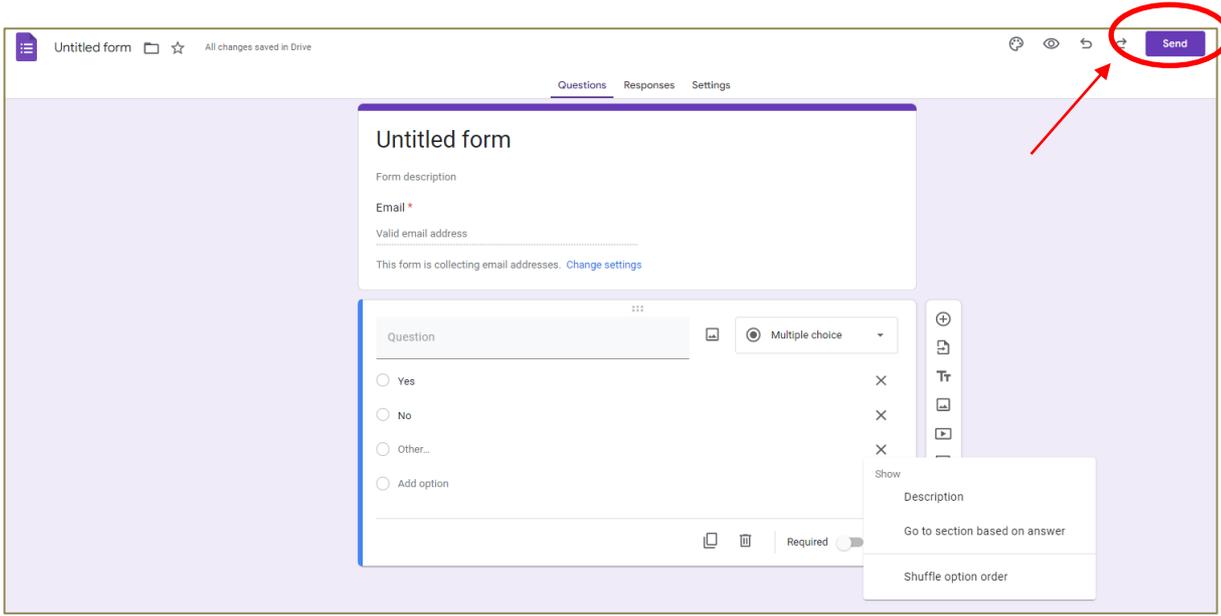
This can be done by selecting the three dots at the right bottom of the question box and selecting “Go to section based on answer” (see example below). Other options are also available, including adding a description to a certain answer/question or shuffling the option order.



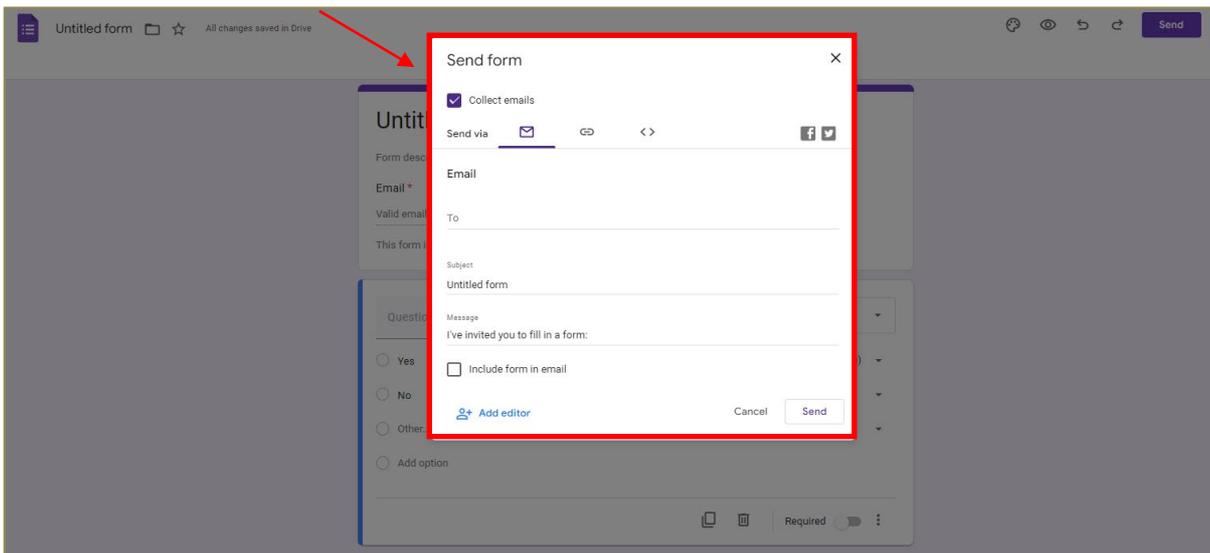
E.g., If the user answers yes to the question below, then the user may be directed to section 1. If the user answers no, the user will be directed to the next section. Finally, if the user answers ‘other’, then the questionnaire ends and the form can be submitted.



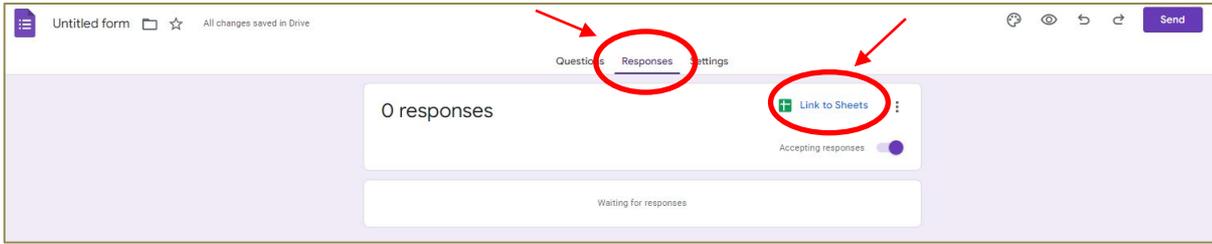
14. After completing the form, it can be shared via email, link or Embed HTML.



Another editor of the form may be added using the “Add editor” field.



15. After completing and sending the form for people to fill, you may view each person’s answers, by selecting the “Responses” field on the top of the page, as well as export them in a csv file. This option will only be available to the editors of the form.



EXAMPLE OF A GOOGLE FORM FOR A SPECIFIC MANUSCRIPT

06/02/2023, 16:26 Ovarian cancer tumour pathology characteristics as predictors of pathogenicity of variants of uncertain clinical significance i...

Ovarian cancer tumour pathology characteristics as predictors of pathogenicity of variants of uncertain clinical significance in the *BRCA1* and *BRCA2* genes

***Required**

1. First Name *
2. Last Name *
3. Email address *
4. Study Name *
5. I have read a draft of the manuscript *

Mark only one oval.

Yes

No

06/02/2023, 16:26 Ovarian cancer tumour pathology characteristics as predictors of pathogenicity of variants of uncertain clinical significance i...

6. I would like to contribute as a named author to this manuscript *

Mark only one oval.

Yes *Skip to question 7*

No *Skip to question 9*

7. If I am an author, I will complete all forms (e.g. Col) as required *

Mark only one oval.

Yes

No

8. If I am an author, I confirm that my affiliation is correct, otherwise suggest the correct affiliation *

Mark only one oval.

Option 1

9. If I am not an author, suggest an alternative person from your study and their corresponding email address *

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